**CC1X07 Collaboration in the Digital Age**

**Academic Year 2023/2024**

**CA2 Part 1: Team Charter (30 marks)**

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**Class**

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**Team No.**

**Team Members**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Full Name** | **Admin No.** |
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**Section I: Team Goal(s) (10 marks)**

What does success look like to your team? What do you need to do in order to achieve this?

Write up to three SMART team goals here. (Any goals beyond the first three will not be assessed.)

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| **Team Goal(s)** |

**Section II: Roles and Responsibilities (20 marks)**

(This section is for functional roles and responsibilities, not meeting roles.)

What does your team need to do to reach your goal(s)? How will you split up the work?

In other words, who does what?

Copy and paste the table below for each role, and fill in the tables.

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| **Role:** |  |
| **Responsibilities:** |  |
| **Name(s):** |  |
| **Reasons:** |  |